



Accounting with Motorcentral

Introduction to the accounting export module for Xero

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A. Obtain licence

Please contact Motorcentral to obtain a licence to the accounting export module

B. Activate Xero in Motorcentral

Xero can be activated as follows:

1. Go to *Tools – Extensions*
2. Go to the *Accounting* tab and click on the *Xero Settings* button
3. The Xero settings screen will appear

Integrate with Xero

Integrate with Xero

Website: <http://www.xero.com/>
Enables accounting integration with Xero

Parameters

Status: On Off

Output Folder: C:\

Output Segmentation: By Dealership

AR Standard GST Code: 15% GST on Income

AR Zero (0%) GST Code: No GST

AR Duty (100%) GST Code: GST on Imports

AP Standard GST Code: 15% GST on Expenses

AP Zero (0%) GST Code: No GST

AP Duty (100%) GST Code: GST on Imports

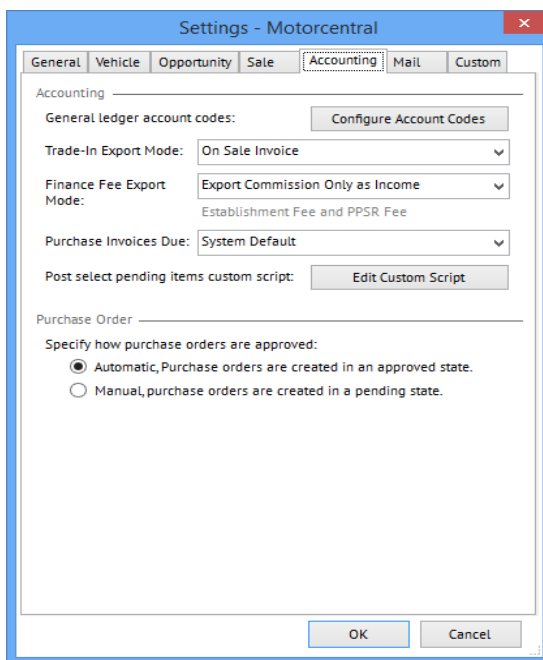
OK Cancel

4. Set *Status* to *On*
5. Set the *Output Folder* to the path where you want Motorcentral to export Xero files
6. Click *Ok*, then Close the *Extension Management* window

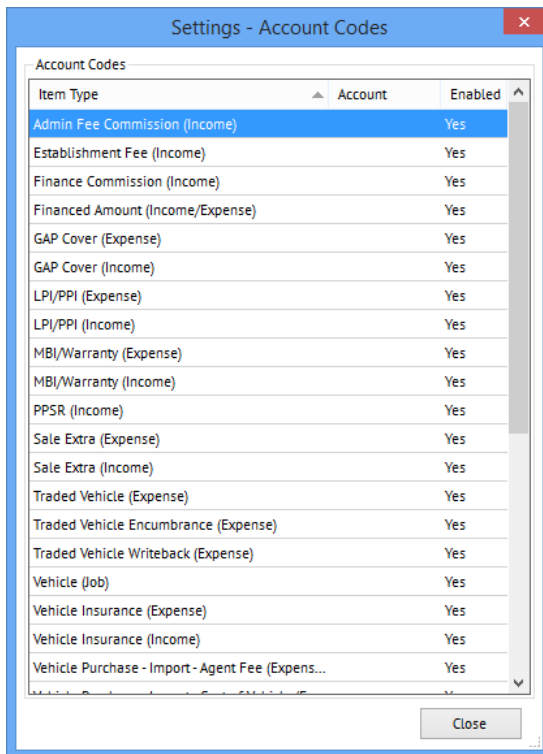
C. Configure accounting

You need to tell Motorcentral how to map transactions to your COA and select other preferences, you can do that as follows:

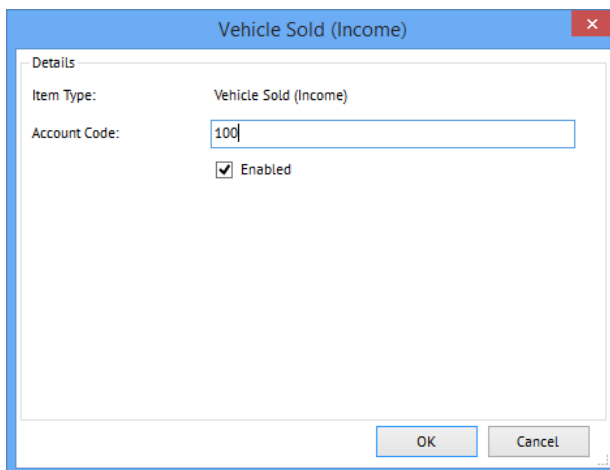
1. Go to *Tools – Settings*
2. Go to the *Accounting* tab



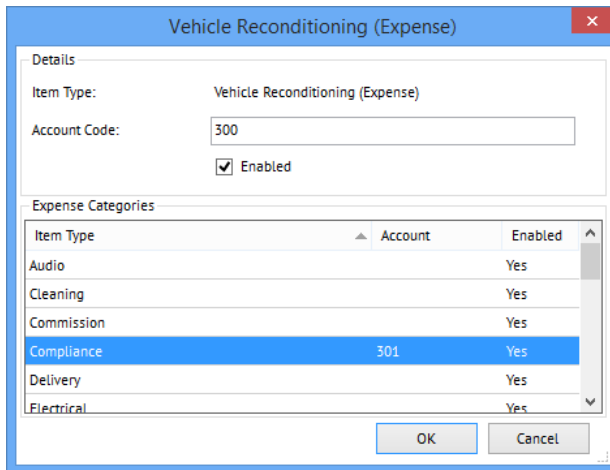
3. *Trade-In Export Mode* is used to control whether trade-in transactions are exported as a negative value line on the sale (*On Sale Invoice*) or as a separate purchase from the customer (*On Purchase Invoice*).
4. *Finance Fee Export Mode* is used to control whether finance fees are exported as separate purchase and sale invoices (*Export Income and Expense Lines*) or combined as commission only (*Export Commission Only as Income*).
5. *Purchase Invoice Due* is used to control the due date of purchase and sale invoices, you can use Sale Settlement Date and Expense Date (*System Default*) or 20th of the Following Month (*20th of the Following Month*)
6. *General ledger account codes* is used to map the COA to Motorcentral transactions, click on *Configure Account Codes* to open the Account Codes screen



- For each type of Transaction, double click to open it and then set whether Motorcentral should export this type of transaction to Xero (*Enabled*) and set the *appropriate Account Code* in your COA.



- Vehicle Reconditioning* transactions can be mapped in more detail. The header Account Code is the default account code for any reconditioning transaction but each category of reconditioning can be assigned its own Account Code.

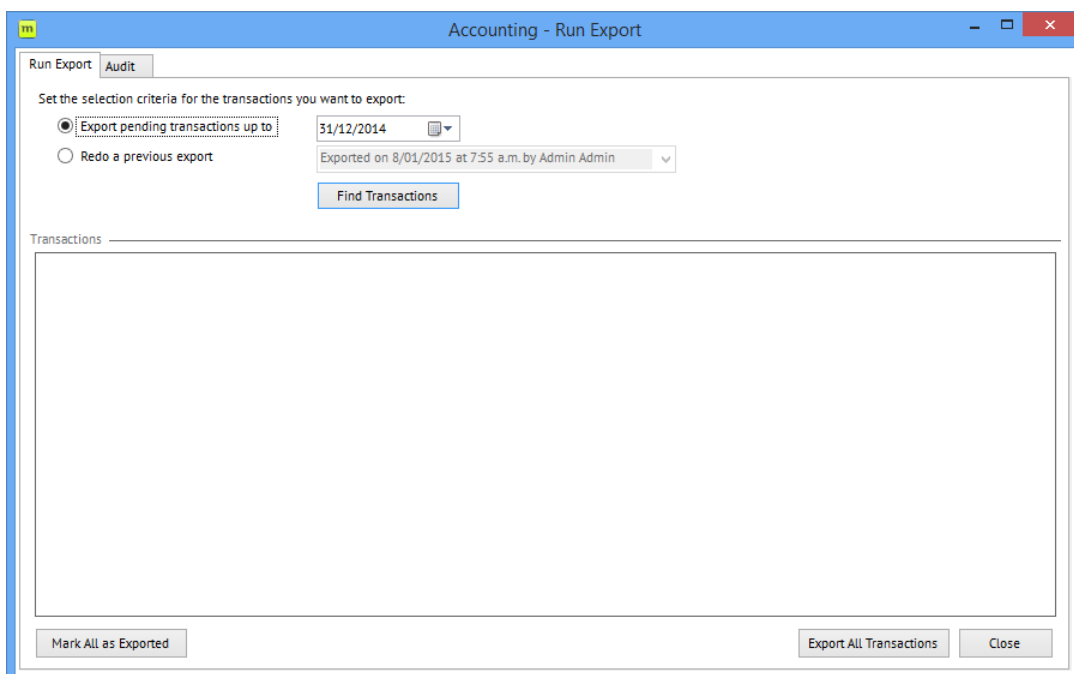


In the example above all reconditioning transactions will be using the account code 300 but compliance reconditioning transactions override that with the account code 301.

D. Export from Motorcentral

Motorcentral is now ready to export accounting information for Xero, this works as follows:

1. Go to *Accounting – Run Export*



2. Select the date you want to export accounting transactions to, such as the end of the month. Click on Find Transactions to invoke Motorcentral to search for all matching transactions, Motorcentral will find all transactions that have not yet been exported with fall up to and including the date you specify.

- a. Reconditioning transactions will only be exported if they are set to *Exact Amount*, transactions which are set to *Estimated Only* will not be exported.
- b. Sale transactions will only be exported if the *Sale Status* is set to *Finalised*.
- c. Find Transactions will find all reconditioning transactions added which falls on any date prior to the date specified, regardless of accounting period.
- d. This does not include changes to transactions already exported, those changes can be found under the *Audit* tab instead.
- e. If you want to re-export any batches of transactions already exported in the past you can do so by ticking *Redo a previous export*, select the export you want then click on *Find Transactions*.

Accounting - Run Export

Run Export Audit

Set the selection criteria for the transactions you want to export:

Export pending transactions up to 10/01/2015

Redo a previous export

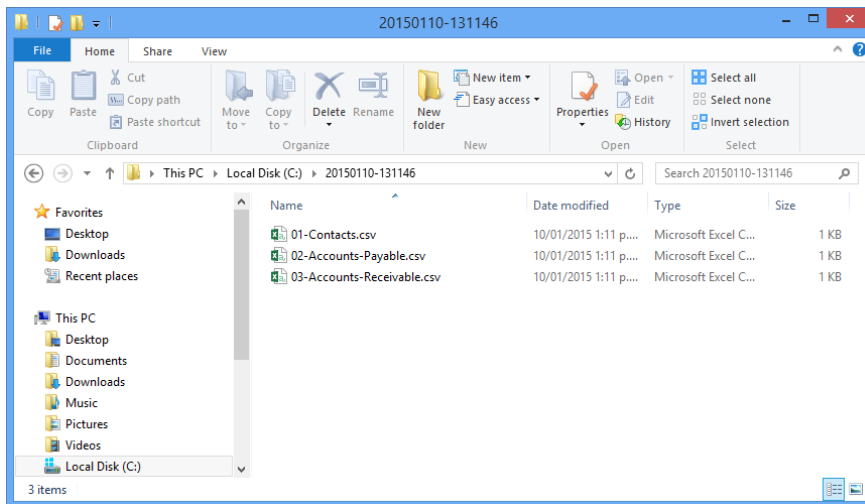
Find Transactions

Transactions

Date	Type	Reference	Description	Party	Short Code	Dealership	Account	Amount	Tax Amount
10/01/2015	Purchase Invoi...	Stock #1426 - FE...	Standard Expense - Stock ...	Compliance ...		AC	301	250.00	32.61
10/01/2015	Purchase Invoi...	Stock #1426 - FE...	Fuel - Stock #1426 - FEZ9...	BP		AC	300	80.00	10.43

Mark All as Exported Export All Transactions Close

3. Once Motorcentral finds the transactions that qualify for export, click *Export All Transactions* to create the Xero export files, these will be created in the *Output Folder* specified under the *Extension Setting* for Xero.
4. The export operation creates a folder which has a name representing the time an export action is triggered. This folder contains 3 files:
 - a. 01-Contacts.csv – Contains information about contacts involved in the transactions
 - b. 02-Accounts-Payable.csv – Contains information on purchase invoices
 - c. 03-Accounts-Receivable.csv – Contains information on sale invoices



E. Import into Xero

You are now ready to import this information into Xero:

1. Log in to your Xero account
2. Import Contacts:
 - a. Go to Contacts – All contacts
 - b. Click on the Import action button
 - c. In the Import Contacts screen click Browse to select a file, select 01-Contacts.csv
 - d. Click Import and follow any screen instructions, Xero may generate warning or errors, please address these accordingly
3. Import Purchase Invoices:
 - a. Go to Accounts – Purchases
 - b. Click on the Import action button
 - c. In the Import Contacts screen click Browse to select a file, select 03-Accounts-Payable.csv
 - d. Ensure that the invoice is imported Tax Exclusive, this should be the default
 - e. Click Import and follow any screen instructions, Xero may generate warning or errors, please address these accordingly
 - f. Xero imports invoices in draft state for you to review and approve
4. Import Sale Invoices:
 - a. Go to Accounts – Sales
 - b. Click on the Import action button
 - c. In the Import Contacts screen click Browse to select a file, select 02-Accounts-Receiveable.csv
 - d. Ensure that the invoice is imported Tax Exclusive, this should be the default
 - e. Click Import and follow any screen instructions, Xero may generate warning or errors, please address these accordingly
 - f. Xero imports invoices in draft state for you to review and approve